

**JOB DESCRIPTION**  
**PLANNING AND ENGINEERING DEPARTMENT**  
**PROJECT ENGINEER**

1. **JOB TITLE:** PROJECT ENGINEER
2. **DEFINITION:** The position of Project Engineer requires a Professional Engineer who is capable of exercising independent judgment and who possesses the educational and relevant experience as relates to civil engineering with emphasis on stormwater management principles. This position requires a Professional Engineer's license, with relevant experience in Civil Engineering work. The employee will be responsible to the City Engineer. All employees are responsible to the City Manager. This position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT / JOB LOCATION:**
  - a. The Project Engineer must be capable of safely operating a motor vehicle, personal computer, mini computer, photocopier, blue print, calculator, telephone, facsimile, microphone and other modern office equipment.
  - b. The job location is in the City of Murfreesboro Planning and Engineering Department. The employee typically works indoors in an office environment; however, sometimes work is performed outdoors regardless of the weather. This is a smoke-free work environment.
4. **ESSENTIAL FUNCTIONS:**
  - a. Reviews all site plans and preliminary subdivision plans for compliance with City standards, including review of drainage and erosion control plans and calculations submitted by consulting engineers.
  - b. Performs drainage impact studies to determine impact on drainage system from development or modifications to drainage system.
  - c. Updates the technical specifications and typical standards for the City Street and Subdivision Regulations relevant to storm drainage related issues.
  - d. Develops and maintains stormwater system map and data base.
  - e. Prepares and implements a Stormwater Management Action Plan that includes National Pollutant Discharge Elimination System (NPDES) requirements.
  - f. Manages public works inspectors with respect to subdivision and site construction.
  - g. Completes and implements stormwater management program.
  - h. Develops project cost estimates for capital budgets.
  - i. Develops and implements erosion and sediment control ordinances and program for development compliance with the Clean Water Act.
  - j. Receives, analyzes and responds to all citizen and Council requests and makes recommendations related to all stormwater issues.
  - k. Accesses and analyzes archive files to retrieve information.

1. Collects and researches information and data and prepares reports and recommendations.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Inputs data entry into computer, prepares maps, answers telephone.
- b. Occasionally moves office furniture and equipment.
- c. Performs other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Hold a Bachelor's Degree or Master's Degree in Civil Engineering and be licensed as a Professional Engineer in the State of Tennessee.
- b. Possess a driver's license valid in the State of Tennessee, and safely operate an automobile for the purpose of field inspections.
- c. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- d. Submit to and pass a drug screening test.
- e. Ability to utilize the following engineering computer software programs, as a minimum: AutoCAD, Arc View and Microstation.
- f. Have a good reputation for and the ability to maintain confidentiality.
- g. Must have legal authorization to work in the United States of America.
- h. Be available to work hours as needed, including attending meetings scheduled after normal working hours.
- i. Ability to work well with other City officials on special projects.
- j. Ability to perform expanded duties and responsibilities of this position as training progresses.
- k. Ability to walk for extended periods of time on rough terrain and to traverse unimproved construction sites for the purpose of field inspections.
- l. Good human relations skills with the ability to communicate effectively with the public, elected officials, members of boards and commissions, department heads, other employees of the City, and employees of other government agencies.
- m. Temperament and good judgment to effectively and diplomatically deal with the public, some of whom may be irate and unreasonable.
- n. Excellent communication skills, both written and verbal.
- o. Ability to report for work on time and perform the job responsibilities in a timely manner in order to meet scheduled deadlines.
- p. Ability to coordinate, delegate and negotiate.
- q. Ability to make sound financial and budgetary analyses and recommendations.
- r. Ability to analyze and resolve complex and sensitive problems.
- s. Ability to perform the duties of the job for a complete workday.

Exempt  
Safety Sensitive  
August 23, 2005